



NOAA SHIP OKEANOS EXPLORER R-337
“America’s Ship for Ocean Exploration”

Welcome Aboard!!

1. PROCEDURES AND RESPONSIBILITIES

1.1 EMERGENCY STATION BILLETS and DRILLS

Your personal emergency station card is posted on your door and a full list is posted on bulletin boards on each deck. You must be familiar with your assigned duty and muster locations.

- Fire and Emergency: 1 prolonged (10s or more) of ship’s general alarm
- Abandon Ship: More than 6 short (1 sec) followed by 1 prolonged (4-6 sec) of ship’s general alarm
- Man Over Board: 3 prolonged (4-6 sec) of ship’s general alarm

1.2 CONTACTING THE BRIDGE

The bridge should always be your first call in case of an emergency or before an operation.

- Dial 200 on any of the ship’s phones
- Sound powered phones turned to selection 1
- Hand held radios channel 1 (F1)
- The RTS intercom
- Talkback speakers located on weather decks (push the small red button)

1.3 SAFETY ITEMS:

- Follow crew instructions and report anything you feel is unsafe to the officer on the bridge.
- **Closed toed shoes must be worn outside of staterooms.**
- During deck operations wear PFD, hard hat, and harnesses as required.
- Smoking on weather deck only. No smoking at all during operations with the announcement: the “smoking lamp is out.” (example: Fueling) Butts disposed in smoking stations only, located on the grated deck and outside the O-2 passageway door.
- A yellow flashing light on deck or in a compartment indicates that there are high voltage operations being conducted.
- During ROV operations the fantail and winch room are off limits.

1.4 MEDICAL

In case of an emergency notify the bridge first.

- For non emergency medical problems see the medical officer during normal daytime hours.
- A supply of over the counter medications and minor first aid supplies is available across the passage way from sickbay.
- There are first aid kits throughout the ship for emergencies.
- Sea sickness is a common occurrence. Visitors are encouraged to take Meclizine prior to getting underway or in bad weather. Meclizine is available in sickbay.
- The Medical Officer is available at anytime for emergencies, please don’t hesitate to ask for help if you require medical attention.

1.5 RESPECT SLEEPING WATCHSTANDERS

- Keep noise at a minimum, especially when opening and closing doors, drawers and transiting the passageways.
- Do not have conversations in the passageways.
- Do not use the ladder-well on the 0-1 deck (fidley) nearest to the mission space, it is for engineering personnel only

1.6 GALLEY/MESS DECK

Meals hours vary depending on in port or underway status. Please check the Plan of the Day.

- The 5-gallon buckets in the mess are for organic materials only. Coffee grounds, coffee filters, and food wastes are the only things which should be put in these, **NO TRASH PLEASE!**
- Wash hands before serving yourself and do not come to meals dirty, sweaty, etc.
- There is limited space in the mess, be cognizant of your shipmates who might need a place to sit.
- **NO: hats, tank tops, short shorts, belly shirts, dirty boots, foul weather gear, or open toed shoes.**
- Leftovers, cereal and cold items are available after hours in the mess deck.
- If you remove a dish/mug/cup from the mess, please bring it back.
- The mess deck is closed daily for cleaning 0800-0900.

1.7 TRASH & RECYCLING

- Place stateroom trash in the receptacle on the O-2 deck aft on the port side. (Gray trash bin labeled “Loose Garbage”).
- No SHARPs or contaminated objects should go in the regular trash. Please see the ship’s medical officer for proper disposal of SHARPs.
- There are recycling receptacles located throughout the ship, please sort and use properly.
- Battery recycling bin is located on the Main Deck.
- All wet trash **MUST** go in the Mess Deck’s “Wet Trash” can to the left of the galley door. This includes orange rinds, banana peels and apple cores– Bring them to the Mess Trash can when done.

1.8 LAUNDRY/LINEN

- Open 24 hours a day except if the stewards need to use the machines for ship’s laundry or if laundry is secured for some reason.
- Run full loads to conserve water and promptly remove clothes when done.
- Please return laundry baskets after use, do not store in your stateroom.
- Laundry will be secured on Fridays to allow the steward department to wash laundry.

1.9 HEADS

Like all ships’ heads, ours are very sensitive. Please do not flush anything you did not eat besides toilet paper. **DO NOT FLUSH PAPER TOWELS** (or feminine products)!!

1.10 GYM

- Clean the piece of equipment you were using when you are done.
- Use the stereo equipment/TV in the gym at a reasonable level as there are staterooms close by.
- If you load weights onto bars, remove the weights after use.

1.11 ENTERTAINMENT SYSTEM, MOVIES and TV

The ship’s lounge has a wide variety of games and movies available. Please follow the posted instructions on how to switch devices.

- Do not stop a movie that is already playing – even if no one is in the lounge – someone may be watching the movie from their stateroom.
- Navy DVDs can only be played in the Navy DVD player provided in the forward lounge – these movies will not play in personal DVD players/computers.
- Movies are numbered; **please return them to their proper case and in the proper order in the cabinet once you are done using them.**
- There are also regular DVDs and shows available for your use – these can be played in your personal computers/DVD players – please return these when you are done.
- The TVs in your stateroom have access to several of the exterior cameras and the ROV HD cameras and will show movies that are being played in the lounge on the specified channels shown on each device– for these options switch to ‘TV’ on the input menu.
- DirecTV is available in all staterooms – switch to ‘AV’ on the input menu.
- If you are not receiving volume from DirecTV – please switch off the DirecTV box, wait 20 seconds, then power back on.

1.12 SHIP STORE

The ship store is opened once or twice a day. Credit may be granted on a limited basis while we are at sea, but must be paid promptly when the ship returns to port. The ship store accepts cash and checks.

1.13 ROV CONTROL ROOM

There are no drinks, food or music allowed in this space during ROV, CTD and Telepresence Operations. Music is allowed at a reasonable level during Mapping Operations.

1.14 TELEPRESENCE AND CAMERAS

Cameras are located all throughout the ship. (Control room, fantail, bridge wings, etc.) Be aware that someone could be watching at any time, either on the ship or on shore and act accordingly. Do not change the camera angles without asking Ops or Telepresence Crew.

When using the RTS units – be conscience of your language and do not say anything inappropriate – scientists, the general public or NOAA personnel may be listening. Always be aware of what you are saying and act professionally.

1.15 PERSONAL COMPUTERS

- Talk to the ETs to set up your personal computer to access the wireless internet.
- Personal thumb-drives are NOT allowed in any ship computers (use PLONE, FTP site or email). Visitor Computer and drives are for your use, you can make your own folder in here to store your data/information.
- NO streaming video, big downloads, or Skype-ing allowed while underway. ETs will notice the spike in activity and data transfer abilities of the ship will be negatively affected.
- If you have a Mac computer – please shut off your computer when not in use – Macs tend to do automatic downloads that bog down the wireless system. Please also shut off your computer's wireless when not in use.

1.16 ZERO TOLERANCE POLICY

NOAA has a zero tolerance policy for drug use or sexual harassment. Inform the command if you witness or experience any of these. Violators will be put ashore immediately.

1.17 PHONE USAGE

15 minutes per day per person on the **Iridium** phone. Calls longer than the allotted time will be disconnected.

1.18 INTERNATIONAL PORTS ONLY

Check with the bridge at all times when arriving and departing the ship. Leave an address or phone number where you can be reached in case of an emergency and need to be recalled.

2.NOTES

Effect on Other Documents: None

Distribution: NOAA Ship *Okeanos Explorer*

Document History:

Version	Effective Date	Description of Changes
1.0	3/12/2013	Initial Document
2.0	1/31/2014	Updated Format
3.0	4/02/2014	Updated Information
4.0	9/18/2014	Updated Information
5.0	5/5/2015	Updated Information
5.1	7/30/2015	Updated Information/Minor edits
5.2	1/27/2016	Minor edits/updates

NOAA Ship *Okeanos Explorer* **Important Information Quick reference**

EMERGENCY STATION BILLETS and DRILLS

Emergency station cards are posted on your door and a full list is posted on bulletin boards on each deck. You must be familiar with your assigned duty and muster locations.

- Fire and Emergency: 1 prolonged (10s or more) of ship's general alarm
 - Abandon Ship: 6 or more short (1 sec) followed by 1 prolonged (4-6 sec) of ship's general alarm
 - Man Over Board: 3 prolonged (4-6 sec) of ship's general alarm
- During in-port emergencies, all hands should muster to the pier.**

CONTACTING THE BRIDGE

- Dial 200 on any of the ship's phones
- Sound powered phones turned to selection 1
- Hand held radios channel 1 (F1)
- The RTS intercom
- Talkbacks located on weather decks

SAFETY ITEMS

- Closed toed shoes must be worn outside of your stateroom
- Immersion suit, PFD and emergency escape breathing device (EEBD) in each stateroom
- During deck operations wear PFD, hard hat, and harnesses as required
- Yellow flashing light on deck or in a compartment indicates high voltage operations
- Fantail and winch room off limits during ROV operations
- When in port, use the in-out board located near the gangway

ZERO TOLERANCE

NOAA has a zero tolerance policy for drug use or sexual harassment. Inform the command if you witness or experience any of these. Violators will be put ashore immediately.

GENERAL SHIP RULES

- Keep noise at a minimum and avoid conversations in the passageways, people are sleeping.
- Do not use the aft ladderwell (fidley) nearest to the mission space, it is for engineering personnel only.
- Wet trash in galley only. Please recycle using the sorting cans just aft of sick bay.
- Clean gym equipment and remove weights when done.
- Don't turn off movies that are playing on the ship's entertainment system, others may be watching in their staterooms.
- Limit personal calls to 15 minutes per day, use the Iridium phone only.
- Only waste and toilet paper may go in the toilets.

PHONE QUICK INFO

Land line: dial 9-1-(area code + telephone number)

Iridium: 02 ✓ + 00697 + (area code + telephone number)

For toll free calls 02 ✓ 00699 + 1 + (toll free number 800,877, 888, etc)

Science Iridium: 12 ✓ + 0 (listen for dial tone) + 00697 (area code + number) + #

Ship's Iridium: 32 ✓ + 0 (listen for dial tone) + 00697 (area code + number) + #

Ship's cell phone: 03 ✓ 1 (area code + telephone number) (we have to be within cell phone range)

Voice over IP: 05 ✓ 9-1-(area code + telephone number)

SHIP'S PHONE NUMBERS

- Land line (Davisville only): 401-294-4760
- OOD Cell Phone: 401-378-7414 (only works in port)
- Iridium: 808-659-9179
- Cell Phone: 401-932-4114 (works when in cellular range)
- VoIP (for ship's business) 541-867-8931